

### **Part-Time Museum Attendant Guard**

*The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.*

The Museum Attendant Guard is responsible for the safety and security of the Museum's staff, visitors, objects, and of the building and other physical property. The Museum Attendant Guard is also responsible to assist in the regular cleaning of exhibition areas, of the Museum's buildings and property including private and public spaces, courtyards and sidewalks, as directed, and in the overall daily operations of services to the public and to Museum staff and other personnel. This position must be available to work weekends and be available to work overtime.

### **Roles and Responsibilities:**

#### **General Safety and Security Responsibilities:**

- Maintain security posts as assigned
- Manual tracking of attendance (clicker count visitors)
- Visitor screening and security bag checks
- Preserving the safety of staff, visitor and objects of the Museum
- Frequent patrols of assigned posts to ensure all is safe and secure
- Alert proper authorities to all unusual incidents
- Perform time sensitive radio checks
- Daily visual inspection of all fire extinguishers, and fire safety equipment located on post
- Log all unusual activity at access control points
- Museum Attendant Guard working during hours that Museum is closed will perform hourly checks of entire building
- Open and secure Museum's entry doors on a daily basis
- Respond to all alarms (fire, security, flood, etc.) and other emergency situations; and to provide accurate information to protect lives and property
- Escort visitors to and from restricted areas
- Ability to clearly and concisely write incident reports

#### **General Cleaning and Other Responsibilities:**

- General cleaning of appointed security posts and exhibition areas
- Cleaning of elevator carpets and cabs
- Assist with cleaning in emergencies such as rain leaks, toilet overflows, drink spills, etc.
- Set-up and breakdown of special events as directed
- Receiving and delivery of regular mail and/or heavy packages
- Assist with snow removal or other cleaning resulting from bad weather

#### **A successful candidate will have:**

- New York State Security Officers License, required.
- Fire guard license F03 required
- Completion of State mandated 8-hour security, and 16 hour OJT training, required
- Must be able to communicate clearly with guests, actively engage in customer service to the standards of the Museum's Management
- First aid training, within the last 12 months, preferred
- High school degree, equivalency and/or vocational courses in related field, preferred
- Minimum of two years of security experience in an office or institution setting

- Perform all duties following correct safety procedures
- Follow oral and written instructions
- Must be able to work cooperatively with co-workers and the public
- Proven experience performing repetitive tasks without continuous supervision.
- Ability to respond quickly to building emergencies during off duty hours
- Must have knowledge of cleaning methods, materials and equipment, including proper use of power-driven machines
- Ability to consistently follow correct safety procedures
- Ability to lift a minimum of 50lbs
- Flexibility to respond while on-duty to emergencies, and other situations that may require immediate attention, and while off-duty, to return-to-work as requested when emergencies arise (for example, snow removal, water leaks, etc.)
- Must work with a sense of urgency and work cooperatively with co-workers and the public
- Ability to write detailed, accurate reports in a clear comprehensive manner
- Ability to remain calm under stress and the ability to interact w/ diverse groups of people

## HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to [jobs@mcny.org](mailto:jobs@mcny.org). To be considered, please include **Museum Attendant Guard** within the subject line of your email.

*The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.*

*The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.*